



## HRG Memorandum 13-17

**To:** KEHP Human Resource Generalists (HRGs)  
**From:** Department of Employee Insurance (DEI)  
**Re:** New Hires for the period of 9/1 through 11/1  
**Date:** August 26, 2013

Due to system preparations for Open Enrollment, the New Hire enrollment feature within KHRIS ESS will be temporarily disabled. New hires entered into KHRIS with a hire date between 9/1 and 11/1, should complete a paper application to make their health insurance and/or FSA elections. If you have already entered some employees with a 9/1 hire date, they will process as usual. Any new hires entered after today, please follow these steps:

- HRG completes the new hire action
- Give new hire a paper application to complete
- Once you receive the application back, enter into KHRIS

In addition, this same group should complete a paper application for Open Enrollment as they may not be able to enroll online.

If you have any questions, please call 888-581-8834, Option 2, to speak to an Enrollment Information Branch representative.

